



Starting a Business in North Dakota

This checklist provides information on general requirements that need to be addressed for most new businesses. Other specific requirements may also apply.

- ☐ Secretary of State: www.nd.gov/sos; 1.800.352.0867 or 701.328.4284
 - New Business Registration: www.nd.gov/businessreg/; Business Services: www.nd.gov/sos/businessserv/
- ☐ IRS (www.irs.gov/smallbiz; 1.800.829.1040, Business Taxes Ext. 3)
 - Employer Identification Number (EIN): [http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online) or complete Form SS-4 <http://www.irs.gov/pub/irs-pdf/fss4.pdf>
 - Income Tax Reporting (Form 1040 - Schedule C or C-EZ for Sole Proprietor; Form 1065 for partnership; or Form 1120 for corporation or 1120-S for S-Corp)
- ☐ State Tax Department: www.nd.gov/tax; 1.877.328.7088 or 701.328.1241)
 - Sales Tax – ND Income Tax Withholding and Sales and Use Tax Permit, Form SFN 59507 application: www.nd.gov/tax/salesanduse/forms/withholdsalesapplication.pdf.
- ☐ State Licensing Information
 - Verify licensing requirements for various businesses on the ND New Business Registration site: www.nd.gov/businessreg/license/index.html
 - SBA Tool regarding obtaining licenses and permits: www.sba.gov/licenses-and-permits
- ☐ City & County Auditors (City website list: www.nd.gov/category.htm?id=122)
 - Local business licenses or permits and information on zoning ordinances.
- ☐ Insurance - Contact your local insurance agent for general liability, property, commercial auto, life, hazard, theft, professional liability, directors and officers, data breach, business interruption or other types of insurances to protect your business.
- ☐ United States Patent and Trademark Office (www.uspto.gov/) & Copyright Office (www.copyright.gov)
 - Patents / trademarks and intellectual property law and policy.
- ☐ **If your company will hire employees, you may need to complete the following:**
 - IRS Form W-4, "Withholding Allowance Form" completed by employee.
 - Employee Taxes – required to withhold federal income, social security and Medicare taxes and report them on the "Employers Quarterly Federal Tax Return", Form 941.
 - State income tax withholdings reported on Form 307.
 - Form I-9, Proof of US Citizenship completed by employee: www.uscis.gov/files/form/i-9.pdf
 - Health coverage options notice: www.dol.gov/ebsa/healthreform/regulations/coverageoptionsnotice.html
 - ND Workers Compensation Insurance: www.workforcesafety.com; 1.800.777.5033
 - Department of Labor wage laws: <http://www.dol.gov/dol/topic/wages/minimumwage.htm> and www.nd.gov/labor
 - ND Child Support Enforcement (CSE): www.nd.gov/dhs/services/childsupport/
 - Social Security Employer Business Services: www.socialsecurity.gov/employer/
 - ND Job Service for unemployment insurance: <http://jobsnd.com/business>

North Dakota District Office: 657 2nd Ave N, Suite 218, Fargo, ND 58102 Telephone: 701.239.5131

Grand Forks Office: 102 N 4th St., Suite 104, Grand Forks, ND 58203 Telephone 701.746.5160

Bismarck Office: 1200 Memorial Hwy. Bismarck ND 58506 Telephone 701.250.4303

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